

Technical Branch
Sub-Professional Planning Group
Planning Technician Series

PLANNING TECHNICIAN II

1/95

Summary

Under general supervision, maintain maps and real property records, compile planning data, prepare text and visual materials to support planning efforts, and enter information in geographical information system.

Typical Duties

Research maps, reports and other public records to maintain maps and real property records. Involves: interpreting source maps, field documents, legal descriptions, boundary, planning and other data; preparing and revising City base maps using manual drafting techniques or computer aided drafting software; plotting surveys, subdivisions, and zoning districts; preparing and updating files of property transactions such as appraisals, easements, sales or leases.

Compile data used in urban planning studies and reports. Involves: researching, collecting and tabulating data regarding urban development, demographics, economics, transportation or land use planning; participating in zoning or similar surveys, including performing field research.

Prepare reports, charts, graphics or other documents. Involves: using personal computer software to produce word processing, desk top publishing and graphics applications; preparing reports for reproduction and binding; using spreadsheet or database applications to summarize real property or planning data; taking and maintaining files of photographs and slides used in planning studies; operating audio visual equipment.

Transfer graphical and non-graphical information from existing documents to geographic information system. Involves: preparing data for digital conversion; digitizing or similarly encoding geographic data to produce accurate map products; editing graphic design files to match software specifications.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintaining continuity of operations and similarly performing any duties of coworkers, if necessary; providing information to the public on land use applications, ordinances, codes, policies, plans and related planning programs, services or regulations.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent and two years clerical or technical experience assisting in the preparation or revision of maps, graphics, tables, reports, other documents and databases by encoding, cataloging, maintaining or retrieving real property, geographic, architectural, construction, or planning information; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: planning methods, practices and techniques; map symbology and standards; research methodology. Some knowledge of: basic manual drafting techniques; operation of computer system equipment; commonly used word processing, spreadsheet and graphic software.

Ability to: read, and understand information contained in land ownership and parcel conveyance documents, subdivision plats and base maps; accurately encode data and locate errors; operate audio visual equipment; update and maintain land use records; communicate effectively orally and in writing; establish and maintain effective working relationships with fellow employees, officials, and the general public; follow oral and written instructions.

Skill in the use of data entry keyboard and personal computers.

Director of Personnel

Department Head